

Licensing is at the discretion of the local municipality in the State of Indiana (there is not a state wrecking license). The licensing requirements to become a Licensed Wrecking Contractor within the Consolidated City of Indianapolis are:

1. **The following number of years of practical work experience, for a person not a company:**
Wrecking License A - unlimited: **Six (6) years**
Wrecking License C - wreck wood-frame and solid masonry structures not exceeding three (3) stories or fifty (50) feet in height, whichever is less: **Two (2) years**
2. **Appear for an interview** at a regularly scheduled meeting of the Board
3. **Attaining a minimum score of 75.0% for the Demolition "A" licenses, and 65% Demolition Class "C" licenses on the appropriate Prometric Inc. (formerly Thomson Prometric, Exporior Assessments LLC, and Block & Associates) Exam**
4. **Approval of the Board of Wrecking Examiners**
5. **Filing of application(s), fee(s), surety bond, proof of general liability insurance and workman's compensation coverage**

The process:

- a. The application packet must be submitted for the Board to review at a regularly scheduled meeting of the Board of Wrecking Examiners. The Board has until the following meeting to review the application packet. The applicant does not have to be present to submit the application packet.

The applicant must submit the following for the Board meeting at least (10) business days before the Board meeting:

1. Wrecking Exam Application
2. Resume with work experience
3. Four (4) letters of reference from employers or customers. The letters of reference are for the person applying, not the company.
 - a. Three letters of reference should include the number of years worked, the month and year the work was completed, and a detailed description of the kind of work done (including the height and type of the structures demolished).
 - b. The letters should be from employers or, if the applicant has been independently employed outside the County, the letters may be from clients who have utilized the applicant's services. (Not more than one letter from the same employer or client.)
4. A time line of wrecking projects, including date(s) wrecked, project name if applicable, addresses (city and state), square footage, height of structure, type of structure)

Sufficient documentation must be submitted citing the actual time spent in the demolition field.

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5. Copies of current licenses, technical certificates from university or trade school courses and union cards, if applicable

It is required by the City Ordinance that the above five (5) items must be submitted to the Board of Wrecking Examiners for an applicant to be considered for approval to take the exam.

- b. The applicant appears for an interview at the following Board of Wrecking Examiners meeting. At that time, the Board will move on the request to take the Prometric Inc. Exam.
- c. If approved, the applicant registers and takes the exam with the independent testing agency, Prometric Inc., taking the exam on a different day.
- d. If the applicant scores 75.0% or higher for Demolition "A" license, and 65% or higher for Demolition Class "C" license, the applicant reappears before the Board for final determination in granting the license and orientation. After passing the exam, proof of surety bond, general liability insurance and workman's compensation must be submitted with fee(s) and application(s) prior to reappearing before the Board.

If the applicant holds a license that required the passage of the appropriate Prometric Inc. (formerly Thomson Prometric, Experior Assessments LLC, and Block & Associates) Examination, the applicant **may** qualify for a reciprocal license. Please review the Wrecking Reciprocal License Packet on this website at

<http://www.indy.gov/eGov/City/CodeEnforcement/Licenses/ContractorLicenses/Pages/wrecking.aspx> or contact (317) 327-8467 to discuss the Reciprocal License Requirements.

The Board of Wrecking Examiners meets the fourth Tuesday of each month at 1:00 p.m.

Deadline for submittal of exam packet: _____ Meeting date: _____

Mail exam packet to:

12:45 p.m.

Board of Wrecking Examiners

1200 Madison Avenue

1200 Madison Avenue, Ste. 100

Indianapolis, Indiana 46225

JANUARY 10, 2012

JANUARY 24, 2012

FEBRUARY 14, 2012

FEBRUARY 28, 2012

MARCH 13, 2012

MARCH 27, 2012

APRIL 10, 2012

APRIL 24, 2012

MAY 8, 2012

MAY 22, 2012

JUNE 12, 2012

JUNE 26, 2012

JULY 10, 2012

JULY 24, 2012

AUGUST 14, 2012

AUGUST 28, 2012

SEPTEMBER 11, 2012

SEPTEMBER 25, 2012

OCTOBER 9, 2012

OCTOBER 23, 2012

NOVEMBER 13, 2012

NOVEMBER 27, 2012

DECEMBER 11, 2012

DECEMBER 25, 2012

Please phone Tonya Hilliard at (317) 327-8467 or email: tonya.hilliard@indy.gov if you have any questions.

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Licensure as a wrecking contractor of the appropriate type is required to either engage or offer to engage in the business, trade or calling of demolishing, dismantling, dismembering, razing, or removing structures; provided, however, that licensure as a wrecking contractor is not required (Sec. 875-401 of the Revised Code of the Consolidated City of Indianapolis and County for specifics or phone (317) 327-8700):

- a. A residential (one- or two-family), one-story wood frame detached accessory structure (garage, shed) that is less than 577 square feet of floor area, and on the same premises as a residential structure.
- b. A structure containing less than 500 square feet of floor area.
- c. A structure requiring specialized expertise or circumstances in dismantling, for example, a water storage tank, gas storage tank, 100 ft tall chimney, etc. Call (317) 327-8700 for more information in this instance.

Wrecking permits are required for the above types of demolition. The wrecking permits may be issued to a wrecking contractor or general contractor in the three instances cited above (a-c).

WRECKING EXAM APPLICATION
CONSOLIDATED CITY OF INDIANAPOLIS – DEPARTMENT OF CODE ENFORCEMENT
1200 Madison Avenue, Suite 100
Indianapolis, IN 46225
(317) 327-8467

NAME _____ AGE _____

HOME ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK ADDRESS _____

CITY _____ STATE _____ ZIP _____

WORK PHONE # () _____ FAX # () _____ HOME PHONE # () _____

EDUCATIONAL BACKGROUND IN TRADE: _____

EXPERIENCE

RESIDENTIAL _____ COMMERCIAL _____ INDUSTRIAL _____ TOTAL YEARS _____

PRESENT EMPLOYER: _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER: 1. _____ NO. YRS. _____

SPECIFIC DUTIES: _____

PAST EMPLOYER: 2. _____ NO. YRS. _____

SPECIFIC DUTIES: _____

TYPE OF LICENSE REQUESTED:

1. CHECK ONE: ☐ WRECKING "A" (UNRESTRICTED)
 ☐ WRECKING "C" STRUCTURES UP TO 50 FT OR 3 STORIES, WHICH EVER IS LESS

2. NAME FOUR PEOPLE WHO ARE FAMILIAR WITH YOUR WORK.
(SUBMIT WITH AT LEAST 3 LETTERS OF REFERENCE PERTAINING TO DEMOLITION EXPERIENCE):

1. _____ 2. _____

3. _____ 4. _____

3. WHY DO YOU DESIRE A LICENSE FOR MARION COUNTY? _____

4. HAVE YOU EVER TAKEN A THOMSON PROMETRIC (FORMERLY EXTERIOR ASSESSEMENTS, BLOCK AND ASSOCIATES) EXAM? YES OR NO

EXAM, LOCATION AND DATE: _____

5. WHAT HEAVY EQUIPMENT HAVE YOU OPERATED? _____

6. SIGNATURE OF APPLICANT: _____ DATE: _____

SECTION BELOW TO BE COMPLETED BY BOARD OF WRECKING EXAMINERS

APPLICATION APPROVED: _____ YES _____ NO DATE APPROVED: _____

BOARD MEMBER

BOARD MEMBER

BOARD MEMBER

2010 BOARD OF WRECKING EXAMINERS POLICIES

1. Passing score for the 2010 Demolition test is 75.0% for “A” licenses and 65.0% for Demolition Class “C” licenses. Applicants approved by the Board may take the license exam two times. A one-year waiting period will be required if the applicant does not pass the second examination.
2. The appropriate application must be completed and submitted to the Board.
3. The minimum number of years experience after reaching the age of 17 years old as required by the Code of Indianapolis-Marion County for a wrecking license are as follows:
 - “A” license – 6 years
 - “C” license – 2 years
4. Four (4) current letters of reference must be submitted with the application.
5. The purpose of at least three letters of reference is to verify that the applicant has the required number of years of experience and that the experience encompasses the various aspects of the work allowed under the requested license.
 - c. Three letters of reference should include the number of years worked, the month and year the work was completed, and a detailed description of the kind of work done (including the height and type of the structures demolished).
 - d. The letters should be from employers or, if the applicant has been independently employed outside the county, the letters may be from clients who have utilized the applicant’s services. (Not more than one letter from the same employer or client.)
 - e. The fourth may be a personal character reference letter.
6. The Board may waive any provision of these “Procedures” by unanimous vote of the attending Board members at its meeting.
7. Any applicant applying for approval to take an examination or a reciprocal license must submit the application at one Board meeting with no action taken until the next Board meeting. The applicant does not have to appear before the Board for the submittal of the application, but the applicant does have to appear before the Board for approval of the reciprocal license or to take the exam.
8. The applicant must appear in person before the Board for approval to take the exam. The applicant will be notified when to appear.

2010 Wrecking BD Policies

9. An Applicant may retest one time within a six (6) month period after the date of the first test without reappearing before the Board, if he scores between 70% to 74% for Demolition "A" license and 60% to 64% for Demolition Class "C" license.
10. If the applicant scores less than 70% for Demolition "A" license and 60% for Demolition Class "C" license, the applicant must reappear before the Board and give evidence he has improved in areas of weakness before the applicant may retest. (This situation will be allowed for one time.)
11. After applicant's second failure, the applicant cannot retest for a period of one (1) year. At that time, the applicant must reappear before the Board and provide documentation that the applicant has improved in areas of weakness or show evidence of additional work experience or schooling.
12. Selling a license or lack of supervision will not be tolerated.

Board of Wrecking Examiners Probation Policies

1. The following are the Guidelines for Wrecking License Holders on Probation:

The Board may impose suspension, revocation or ineligibility of license renewal, and then the Board may conditionally suspend the original imposition based upon the contractor satisfactorily fulfilling the conditions imposed by the Board during a given period. Generally, this is what is meant by probation.

1. The contractor is required to request inspections for all work performed during the probation period.
2. The inspection staff will provide periodic updates to the Board concerning the contractor's activities during the probation period.
3. Proper supervision for any project where a permit is required and/or has been issued to The License Holder will be required.
4. The contractor may be subject to additional Board action for any violations during the probation period which are not corrected in a timely manner; and
5. Failure to comply with any provisions of the probation may result in suspension or revocation of the license for a period of time. The Board shall call a formal hearing before suspension or revocation is determined.
 - a. If failure to comply with one or more provisions of probation is reported, the Board shall hold a Formal Hearing at the first Board Meeting or sooner if necessary, to determine action to be taken regarding The License Holder.
 - b. The Board may require immediate license revocation and other action as needed, in the event that life and/or property are in danger.
6. There shall be a minimum probation period of a two-year sentence after formal review of the case and voting by the Wrecking Board.

The above policies are recommended but in no way limit the action taken by the Board in aggravated circumstances.

SOURCES FOR REFERENCE MATERIAL INFORMATION, CODE BOOKS & REFRESHER
COURSES
WRECKING - DEMOLITION

REFERENCE MATERIAL:

BUILDERS BOOK DEPOT

1033 E JEFFERSON ST, STE 500
PHOENIX AZ 85034
1-877-624-2562
(PROMETRIC source)

CODE BOOKS:

ICC BOOKSTORE

INTERNATIONAL CODE COUNCIL
Code Book Purchase Inquiries
National Office Phone
1-800-243-5736

ARCHITECTURAL CENTER BOOKSTORE

Lower Level
1200 Madison Avenue
Phone 1-888-472-2578 or
Phone 1-317-634-3871